



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- ☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
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- ☐ Interested individuals who meet the stated requirements

Issue Date: August 12, 2016

Posting No.: 257-16

TITLE: Personnel Assistant 2, Employee Relations **SALARY:** \$56,123.01 - \$79,773.39

LOCATIONS: Central Office, Office of Employee Relations – Trenton, NJ

JOB DESCRIPTION: Under the direction of a Human Resources Manager or other supervisory officer in a state department, agency, or institution, conducts contractual and non-contractual grievance hearings and reviews the administration of the agreements and contracts for the state-wide negotiations units and the grievance processing, prepares cases for disciplinary arbitration hearings, and conducts audits and recommend corrective actions; does other related work.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Three (3) years of technical work experience in the administration of negotiated contracts, grievance, and disciplinary processing programs.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year for year basis.

NOTE: A Master's degree in business administration, public administration, personnel, labor relations, economics, finance, or accounting may be substituted for one (1) year of the required experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PLEASE INCLUDE RESUME *AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN August 26, 2016.

Forward Response To:

Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-0863

Emailed resumes are to be sent only to:

Civilian.Recruitment@doc.nj.gov

The New Jersey Department of Corrections is an Equal Opportunity Employer